

**Constitution/Memorandum of Association  
Of  
JAGANNATH HALL ALUMNI ASSOCIATION  
OF CANADA**

**Preamble**

**Jagannath Hall Alumni Association is an association of former students (alumni) of Jagannath Hall (residents or attached) of Dhaka University.**

**1. Name and its Registration**

**The Association shall be called “Jagannath Hall Alumni Association of Canada” (hereinafter referred to as JHAAC), and will be registered as a non-profit social, cultural, charitable and educational organization under the Law of Ontario.**

**2. Address**

**The temporary address of the Registered Office of JHAAC will be at 82 Badessa Circle, Thornhill, Ontario, Canada, L4J 6E5, until a suitable address/accommodation is found/decided by its members.**

**3. Objectives**

**The aim and objectives of JHAAC will be, inter alia, as follows:**

- a) To unite all the former students of Jagannath Hall residing in Canada under the banner of JHAAC and enroll them in its register.**
- b) To promote brotherly and cordial relation among its members by organizing various activities/social events by JHAAC.**

- c) To keep members informed of the addresses/whereabouts of all alumni in Canada and any other important news regarding Jagannath Hall and its past/present students anywhere in the world.**
- d) To promote a sense of helpfulness among the members by providing help (financial or otherwise) where needed to members and any past or present JNH student in distress.**
- e) To foster co-operation among members by providing information, advice, and other help in the matter of employment, education of children or any kind of help to benefit the members, if sought.**
- f) To cooperate with other associations professing similar objectives in particular, in areas of social, cultural and educational activities.**
- g) To undertake such other activities which are not opposed to/inconsistent with the aims & objectives of JHAAC.**

## **BYLAWS & RULES**

### **4.Membership**

**JHAAC will have the following types of members:**

- a) General Member: Any former student of Jagannath Hall who obtained a degree from Dhaka University and is residing in Canada by completing the membership form and paying the prescribed annual membership fees and approved by the Board of Directors. Each general member will have one vote in the general meeting of JHAAC.**
- b) Associate Member: JHAAC may admit a person as associate member on the recommendation of 3 general members who believe that this person is helpful and sympathetic to the cause of JHAAC and has filled the membership form, paid the membership fee and approved by the Board of Directors. Associate members will have no voting right in the general meeting.**
- c) Honorary Member: This kind of membership will be given to persons of outstanding character and fame whose association with the JHAAC**

**will enhance the prestige and goodwill of JHAAC. This membership will only be given by the general members in the general meeting by a majority vote. These persons must give their consent in writing and will have no voting right.**

## **5. Annual General Meeting.**

**An Annual General Meeting (AGM) shall be held every calendar year. There shall not be a gap of more than 18 months and less than 6 months between two AGM.**

**The AGM will conduct, among others, the following businesses;**

- i) Confirmation of the proceedings of the last AGM.**
- ii) Consideration and adoption of the annual reports and financial statements placed by the secretary.**
- iii) Election of the Directors and Office Bearers of the Board of Directors (BOD) when due.**
- iv) Any other matter with the permission of the chair.**

## **6. Extra Ordinary General Meeting.**

**i) A minimum total of 20% of general members, aggrieved by the functioning of the Board of Directors or any other urgent cause which in their opinion, required to be considered in the AGM, may request the Board of Directors to convene an Extra Ordinary General meeting by giving written notice. On receipt of such notice, the Secretary must call an Extra Ordinary General Meeting within 60 days by giving 3 weeks' notice to all members with the Agenda as requested by the 20% of members.**

**ii) If the secretary fails to convene such meeting within the stipulated time, the 20% requisitionists themselves may convene such meeting by notifying all general members.**

## **7. Board of Directors (BOD).**

**i) 7 (seven) Directors shall be elected by the general members in the AGM to serve on the Board for a period of 2 years.**

**ii) No Director shall hold the position of Director for more than two consecutive terms (4 years). After a break of one term (2 years), he will be eligible for re-election again for the position of Director.**

**iii) The Board of Directors shall serve as executive committee of the JHAAC and shall hold the position of Office Bearer responsible for different portfolios of JHAAC.**

**iv) For the purpose of election of the Directors, the BOD shall select an Election Commissioner to conduct the election in an impartial manner. The election shall be confidential and by secret ballot.**

**v) The 7 BOD shall decide the different Office Bearers from themselves by mutual agreement among themselves, failing to come to any agreement, they shall have a secret ballot for the decision which shall be binding on everybody.**

## **8. JHAAC will have the following 4 positions of Office Bearers:**

**i) The President**

**ii) The Vice President**

**iii) The Secretary and**

**iv) The Treasurer**

## **9. Duties of the Office Bearers:**

**i) President: Shall exercise general control over the affairs of JHAAC, preside over AGM and BOD meetings, will convene AGM in case the Secretary fails to do so, and any other function as the BOD may decide.**

- ii) Vice President: Shall help the President in the performance of his duties as requested and perform all the functions of the President in his absence. He will be specifically responsible for recruiting of alumni members, liaison with all members and prospective members and bring to the attention of the BOD for membership approval and cause the Secretary to record in JHAAC members' registry.**
  
- iii) Secretary: Together with the President, he shall exercise general control over the affairs of JHAAC, and also shall be responsible for the following duties:**
  - a) Shall carry out the decisions of AGM and BOD meeting.**
  - b) Shall be the custodian of all books, registers, records and properties of JHAAC.**
  - c) Shall convene AGM, BOD meeting and other meetings and functions as may be decided from time to time by the BOD and in consultation with the President.**
  - d) Shall prepare the Annual Reports for the approval of BOD and finally for AGM and prepare minutes of all meetings.**
  
- iv) Treasurer: Shall be responsible for custody and records of all funds of JHAAC of both deposits & payments and income & expenses and Bank Accounts.**

## **10. Notice of meetings:**

- a) At least twenty-one (21) days' notice shall be given for AGM either by e-mail, by Canada Post or by hand personally or any other means acceptable to each member.**
  
- b) BOD meeting: At least 10 days' e-mail or any other notice including telephone calls will be acceptable if at least 3 Directors acknowledge the receipts of such notices.**
  
- c) BOD meeting & Resolution by Circulation: If it becomes inconvenient or difficult for the Directors to meet physically at any particular time, they can pass any resolution of BOD by communicating among themselves by e-mail and/or telephone,**

**and circulating the resolution by e-mail or fax and giving their agreement to the resolution and forwarding it to the Secretary by each Director.**

### **11. Quorum:**

- i) AGM: One-third of all general members ( from the Registry) shall form quorum for AGM & Extra Ordinary General meeting.**
- ii) BOD: 4 Directors shall form quorum for BOD meeting.**

### **12. Financial Year, Bank Accounts & Financial Statements:**

- a) Financial year ( also known as Accounting year) shall be the calendar year ( January to December) of JHAAC.**
- b) A Bank Account will be opened in the name of JHAAC with any scheduled A bank of Canada**
- c) The bank account shall be operated by any two of the following office bearers ( authorized signatories)-i) President ii) Secretary iii) Treasurer.**
- d) Balance Sheet and Income & Expense Account with attached Notes shall form the Financial Statements of JHAAC.**

### **13. Amendments of the Constitution/Memorandum:**

**Any amendment/s of the Constitution/Memorandum can be made by a resolution passed in the AGM by at least 2/3<sup>rd</sup> of the general members present provided the proposed amendment/s is/are included in the Notice of the AGM and forming part of the Agenda for the AGM.**

#### **14. Dissolution of JHAAC:**

**The dissolution of JHAAC can be brought in by an Extra Ordinary General meeting called for this purpose and must be passed by 3/4th of the members present who are valid members at that time. This Extra Ordinary Resolution for dissolution must be confirmed by another General Meeting called within 45 days for this purpose.**

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